

## Legal (Contracts)

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other State departments and agencies. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State and federal property. The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and veterans. For more information about the Department of General Services please visit [www.tn.gov/generalservices](http://www.tn.gov/generalservices).

The Department is currently seeking 2 interns in the Central Procurement Office (CPO) located in downtown Nashville. The CPO manages the centralized procurement of products, goods and services for State departments & agencies. Their primary responsibilities include: competitively bidding and administering statewide and agency term contracts; delegation and overview of purchase authority to agencies; competitive bidding of one time procurements; and overview of agency delegated procurements.

The selected intern should expect to report onsite for approximately 20 hours per week and will receive \$10 per hour (total internship pay to be approximately \$1600).

Over the course of the internship, interns can expect to gain practical experience in transactional work and contract drafting and working with the executive branch of government. Selected interns will also be exposed to the process of state contract management, gaining familiarity with a variety of procurement methodologies and procedures while assisting the contract management staff as needed.

### **Primary Duties**

Under the guidance of the CPO staff attorneys, interns will primarily be given the opportunity to:

- Aid in drafting and reviewing state contracts for goods and services
- Assist in grant contracts
- Observe contract negotiations with vendors and state agencies first-hand
- Participation in a variety of research projects encompassing novel contract legal issues to aid the legal team

In addition to the duties listed above, interns will receive:

- Training opportunities including a tutorial in governmental procurement processes developed by the CPO Director of Category Management and Legal Team and contract drafting workshops
- Opportunity to attend administrative hearings and committee meetings with other departments engaged in the process of drafting and revising state procurement processes
- Introduction to principals of insurance risk management in contracts

### **Requirements**

- Must be entering final year of law school or recently graduated
- Must have an interest in learning about contracts

### **To Apply**

**Send resume, most recent transcripts, two letters of recommendation and letter of intent to [Kimberly.Mantlo@TN.gov](mailto:Kimberly.Mantlo@TN.gov) with title of internship in the subject line.**

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*